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CIARDS



	<u>Effective Date</u>
SS	19 January
SC	8 January
D (with OTR)	31 January
SC	18 January
SC	8 January
S	30 January

5. Mr. Coffey said that confirmation hearings before the Armed Services Committee are scheduled for 10:00 a.m. today for the new Secretary of Defense, new Deputy Secretary of Defense and Dr. Schlesinger.

6. Around the Table

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a. Mr. [REDACTED] area Chief, is at Headquarters for the next two weeks.

b. Mr. Fisher said that retirement projections are a "little muddy" right now. EOD's are about at the levels we expected -- "flat." There are 250 fewer separations now than there were at this time last fiscal year. (This is somewhat affected by contract conversions last fiscal year.) If we don't get a CPI increase by June we are likely to get one by July 1973. Mr. Wattles asked about the quota for CIARDS. Mr. Fisher said that the Agency's legislative package is ready to go. We have enough "room left" within the present quota to get through FY 1973. We will not have enough to get through FY 1974. Mr. Fisher said that we have more people in process than a year ago.

c. Mr. Osborn said that the large concrete pit being constructed in front of the building near the SW entrance is a pit to hold suspect packages -- a "bomb pit."

d. Dr. Tietjen said that the drug abuse topic keeps "rockin' along." Recently the Drug Abuse Exhibit was shown in Cincinnati. We keep getting letters from people who are interested in the exhibit. The Museum of Medical Progress would like a duplicate of the Drug Abuse Exhibit for permanent retention. The President of the Medical Class of 1975 at the University of Kentucky - Louisville, has requested a special showing of the exhibit.

25X1A Dr. Tietjen said that there is a continued focus on the drug situation in [REDACTED] among the dependents in the American community. A "Rap House" was established where people could "talk things out." So far the "Rap House" has not been too successful. One very interesting development has been the proposed grant from the White House Special Action Office for Drug Abuse Prevention [REDACTED] 25X1A
[REDACTED] to set up and run a new drug abuse program. This program would provide facilities for in and out patient treatment and for drug abuse prevention purposes. The grant, pending the working out of final details, has not yet been bestowed.

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e. [REDACTED] had these items of note:

(1) the Mid-Career Course will now have a 3-day block in Information Sciences versus 5 days.

(2) the Senior Seminar of the State Department will visit CIA on 15 January 1973.

(3) New CT class has 28 members -- 22 are externals and 6 are internals. Of the 28, 3 are women and there is one Black CT. About 1/2 of the 28 have tested out at the intermediate level of language skill. Many have had military service.

(4) A Federal Women's Symposium will be held on 24 January 1973 in Fredericksburg, Va. Mr. Colby is to appoint a Federal Women's Coordinator for the Agency. Mr. Fisher said that several Agency women are under consideration for the job. Messrs. Fisher and [REDACTED] are meeting with Mr. Colby today on this subject. 25X1A

(5) The second running of the Office Management Course begins on 16 January 1973 at [REDACTED] 25X1A
There will be 14-15 students.

(6) OTR did a check of courses which have a continual backlog of students wanting in. These courses are:

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- (a) Information Science Training (all courses)
- (b) [REDACTED] three Records courses.
- (c) Fundamentals of Budgeting
- (d) Communications Skills courses -
Effective Writing, Briefing, and Reading.
- (e) Fundamentals of Supervision & Management
- (f) Basic Operations Course
- (g) Managerial Grid (to a lesser extent in the future)

f. [REDACTED] suggested that all employees get a chance to read revised [REDACTED] dealing with parking at Headquarters.

g. Mr. Yale said the data has entered the payroll system so that new pay schedule will be reflected in the 2 February paychecks. Mr. Coffey asked about W-2's. Mr. Yale said that W-2's should be out by either 19 January or at the latest, 26 January 1973.

h. Mr. Blake said that one OL TDY'er has returned from [REDACTED] and another is on his way to [REDACTED]. GSA hit the streets for bids on the Headquarters garage today - on schedule. Mr. Blake said that [REDACTED] from PSD/Visual Aids reminded him that there is always a great demand for graphics services. With a new Director coming in, any charts the Office Heads would like for briefing purposes - please get your requirements in soon before the workload backlogs.

DESTROY AFTER READING